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ABSTRACT

This bibliography lists and provides abstracts for the principal documents and publications of the General Information Programme and UNISIST, including guidelines, studies, manuals, directories, and materials from international conferences that are concerned with various aspects of information science, librarianship, and archive science. The list is designed to facilitate access to this specialized literature by students, teachers, and researchers in these fields. The materials are listed under three headings: (1) modern technologies, standardization, and interconnection of information systems; (2) national information policies and infrastructures; and (3) training of information personnel and information users. Information provided for each entry includes a complete bibliographic description, the language of publication, the document code and/or ISBN (International Standard Book Number), and an abstract. In addition to the main listing, which is organized by subprogram of the Major Programme VII of the Second Medium Term Plan for 1984-89, this bibliography includes keyword and author indexes. It is noted that the documents of the Records and Archives Management Programme (RAMP) are listed together for ease of access although they are divided up among various subprograms. The documents and publications appearing in this bibliography are obtainable in printed form free of charge or on microfiche for a fee. (CGD)

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PGI-85/WS/25

Awareness List of the Principal Documents and Publications of the General Information Programme

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AWARENESS LIST OF PRINCIPAL DOCUMENTS AND PUBLICATIONS OF THE GENERAL INFORMATION PROGRAMME

Prepared by Catherine Lermyte and Brigitte Philippon,
of the
Institut National des Techniques de la Documentation
(INTD), France

General Information Programme and UNISIST

United Nations Educational,
Scientific and Cultural Organization

As the original French version of this document was published in 1985, the data concerning the availability of the various language versions of the documents and publications here listed are in some cases incomplete and will be updated later in a revised version. Any inquiries should in the meantime be addressed to the General Information Programme's Documentation Centre.

Recommended catalogue entry:

Awareness list of principal documents and publications of the General Information Programmme / prepared by Catherine Lermyte and Brigitte Philippon [for the] General Information Programme and UNISIST. - Paris: Unesco, 1987. - II-105 p.; 30 cm. - (PGI.85/WS/25)

I. Catherine Lermyte
II. Brigitte Philippon
III. Unesco, General Information Programme and UNISIST

This awareness list, which is to be issued in English, French and Spanish, presents abstracts of the principal documents and publications of the General Information Programme - guidelines, studies, material of international conferences, publications - excluding mission reports, material prepared for meetings of experts, and articles from periodical.

It has been prepared for the PGI Documentation Centre by Mrs Catherine Lermyte and Miss Brigitte Philippon, of the Institut National des Techniques de la Documentation.

The list contains in this order:

a classification plan, by subprogramme, in reference to Major Programme VII of the Second Medium-Term Plan for 1984-1989;

a list of the documents and their abstracts;

an index of keywords;

an author index.

We wish to point out that, for ease of consultation, we have presented the documents of the Records and Archives Management Programme (RAMP) together, though they are in fact divided up between various subprogrammes.

For each entry, a complete bibliographic description is given, together with the languages of publication*, the document code and, for publications, the international standard book number; the abstract, and the keywords, taken, with few exceptions, from the Unesco Thesaurus.

The list is designed to facilitate access to this specialized literature by students, teachers and researchers in information science, librarianship and archive science, particularly those speaking French or Spanish, since their only resource has hitherto been the List of Documents and Publications of the General Information Programme and UNISIST for 1977-1983, issued in English alone. We trust that this work will serve its purpose.

All the documents and publications appearing in the list are obtainable in their printed form, free of charge, from the PGI Documentation Centre, or on microfiches, against payment, on application to the Office of the Unesco Press.

Any comments or suggestions concerning the list should be addressed to the Documentation Centre, General Information Programme, Unesco, 7 Place de Fontenoy, 75700 Paris, France.

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* For abbreviations of the languages, the following system has been employed: eng = english; fre = french; spa = spanish; rus = russian; ara = arabic.

The other abbreviations used indicate that the document is either available or in preparation in one or more languages, e.g. 'also in spa', 'spa in prep.'

VII.1 Modern technologies, standardization and interconnection of information systems

VII.1/A Guidelines

Guide for the preparation of scientific papers for publication

Martinson (Anders). -
2nd ed. - Paris: Unesco, 1983. - 13 p.; 30 cm. - (PGI.83/WS/10)
(eng; also in spa, fre in prep.)

Publishing is one of the inherent methods of scientific work. Documents which are well presented from the manuscript stage are needed to facilitate the exchange between scientists in all countries. The guide has been devised with this aim in view. It defines the different categories of papers, the nature of their essential component parts, their presentation, the presentation of citations and references, bibliographical identification, the characteristics of authors' abstracts, the definition of difficult terms and the preparation of tables and illustrations. Recommendations are made to authors and editors concerning the submission of manuscripts. A list is included of the principal standards in the field.

scientific research results; manuscripts; document preparation; authors; publishers;

Guidelines for the establishment and development of monolingual thesauri

Austin (Derek), Dale (Peter). -
Paris: Unesco, 1981. - II-64 p.; 30 cm. - (PGI.81/WS/15), (eng; also in spa)

monolingual thesauri; index terms; compound terms; term interrelations; terminological control;

Guidelines for the national bibliographic agency and the national bibliography

IFLA, International Office for the UBC. -
Paris: Unesco, 1979. - II-64 p.; 30 cm. - (PGI.79/WS/18) (eng)

Universal Bibliographic Control (UBC) is a long-term programme aimed at developing a world-wide system for the control and exchange of bibliographic information, an international network made up of all the component national parts. The role and structure of these national bibliographic agencies are first defined in terms of this network and then in relation to the functions which it involves in each country. The national bibliography which must constitute the basis of this work requires a knowledge of national documents which must be selected, recorded in accordance with standards and produced in printed or machine-readable form. Recommendations are made and models are put forward with a view to the successful completion of this work.

bibliographic control; national bibliographies; bibliographic standards;

Guidelines for the compilation of union catalogues of serials

International Federation of Library Associations and Institutions (IFLA). -
Paris: Unesco, 1982. - IV-29 p.; 30 cm. - (PGI.83/WS/1) (eng; also in fre, spa)

With the constant increase in the amount of information published in one form or another (paper, microform, computer tape, video disk...) the listing and above all the location of documents is becoming a major preoccupation of libraries. These guidelines, by providing guiding principles and outlining standard methods and practices for the compilation of union catalogues of serials, are intended to aid the more efficient use of library collections and the more effective management of library resources. They are intended for all countries and give practical guidance on the establishment and operation of these catalogues, their management and administrative structure. They suggest practical ways in which the contents, coverage and effectiveness of existing union catalogues can be upgraded.

union catalogues of periodicals; information/library co-operation; serials; access to documents; bibliographic control;

Guidelines for editors of scientific and technical journals

Grünewald (H.). -
Paris: Unesco, 1979. - 36 p.; 30 cm. - (PGI.79/WS/8) (eng; also in fre, spa)

Scientific journals possess specific characteristics as do the articles which they contain and the organizations which enable them to exist. These guidelines are intended to assist the editor whose role is defined. The operations connected with the receipt of a manuscript and the publication agreements are examined. Precise rules govern the formal presentation of a manuscript by the author and then by the editor before its dispatch to the printer: particular attention must be paid to tables, figures, symbols, equations etc..., footnotes, the bibliographic part. Galleys must be proof-read thoroughly before printing. The cover and the table of contents must be laid out according to certain standards.

scientific information; scientific periodicals; editors; editing; preparation of a text for publication;

Guidelines for the establishment and development of multilingual thesauri

Austin (Derek), Waters (Janet). -
Paris: Unesco, 1980. - 85 p.; 30 cm. - (PGI.80/WS/12) (rev. ed., eng, fre)

multilingual thesauri; thesaurus compilation; equivalence relations; information/library standards; term interrelations; methodology; terminological control;

VII.1/C Studies

Application of minicomputers and microcomputers to information handling

Griffiths (José-Marie). -
Paris: Unesco, 1981. - VIII-94 p.; 30 cm. - (PGI.81/WS/28) (eng)

Minicomputers and microcomputers have introduced enermous changes into the processing, storage and dissemination of information. A clear definition is provided for each of these terms: the characteristics of minicomputers and microcomputers are defined with reference to each of their functions and their components. The applications of commercial and noncommercial minicomputer and microcomputer systems in libraries and information services are examined. An analysis is provided of trends in the development of systems - processing, memories, costs - and the development of communications, software and new services. Recommendations are made with reference to national and international levels (education, standards) and the institutional level.

minicomputers; microcomputers; library automation; information processing; technological change;

BSO Système général de classement: tables et index

Coates (Eric), Lloyd (Geoffrey), Simandl (Dusan). -
3rd ed. - Paris: Unesco, 1981. - 213 p.; 30 cm. - (PGI.81/WS/20) (fre)

hierarchichal classification systems; faceted classification systems; scientific information systems; index language codes; information transfer;

CCF: The Common Communication Format

Simmons (Peter), Hopkinson (Alan). -
Paris: Unesco, 1984. - 185 p.; 30 cm. - (PGI.84/WS/4), (eng, fre; spa in prep.)

The purpose of the common communication format (CCF) is to provide a detailed and structural method for recording mandatory and optional data for a machine-readable bibliographic description for exchange purposes between computerized or non-computerized systems. The standard-setting documents on which CCF is based, its structure, its internal links and levels and its characters are set out. Details are provided of the data elements to be included and their treatment as well as the different codes used. The technical account is illustrated by examples of CCF records of various documents.

information/library standards; compatibility; information exchange; common communication format;

Compatibility issues affecting information systems and services

Lancaster (F. Wilfrid), Smith (Linda C.). -
Paris: Unesco, 1981. - 209 p.: ill.; 30 cm. - (PGI.83/WS/23) (eng)

In information systems and services compatibility is an indispensable property for the communication and exchange of information. It is a prerequisite for all co-operation, interconnection and resource-sharing operations. A system of convertibility may be envisaged in the absence of common standards. The new telecommunication and computer technologies have further expanded the area of information exchange. The problems which arise in relation to bibliographic descriptions, indexing languages, software, computers and their peripherals are examined together with possible solutions. The study is illustrated by case studies.

information transfer; information systems. compatibility; information/ library standards; data bases;

Comparative study on the handling of serials by ISDS centres and national bibliographic agencies

Bouffez (Françoise), Grousseaud (Annette). -
Paris: Unesco, 1980. - 153 p.; 30 cm. - (PGI.80/WS/13) (eng; also in fre)

Two systems were created in the 1970s to improve the processing of serials at the international level: ISDS which specifies a small number of indentification elements; ISBD(S) which defines the elements of a complete description. A questionnaire was sent to ISDS (CN/ISDS) National Centres and to National Bibliographic Agencies (NBA) responsible for ISBD(S) in order to investigate ways of strengthening the links between the two systems and attenuate their differences. This study analyzes: the primary and secondary bibliographic sources and their contribution to bibliographic control; the establishment of the CN/ISDS; their operations; it compares their methods for handling serials with those of the NBA and their respective objectives and roles.

serials; information/library standards; ISDS; bibliographic control; national bibliographic agencies;

IDNAC: study report on the feasibility of an international data bank for the non-aligned countries

Paris: Unesco, 1982. - 163 p.; 30 cm. - (PGI.82/WS/13) (eng; also in fre and spa)

Feasibility study for a computerized international data bank for the non-aligned countries (IDNAC) to act as a collecting and literature-searching agency and a centre for the dissemination of data and documents. Project background: mandate given to Sri Lanka; role of UNISIST and UNDP. Assessment of requirements, resources. Present trends in information technologies, informatics and telecommunications. IDNAC services: exploitation of equipment, co-operation with other data banks, information brokerage. Design of IDNAC systems: hardware, costs.

'Communications' aspects of services: survey on infrastructure in Sri Lanka, construction of networks, tariffs, costs. Organizational methods, legal and administrative questions, staffing; cost estimates for entire system.

international information systems; non-aligned countries; development projects; international co-operation; data banks;

International bibliography of computer-assisted terminology

Krommer-Benz (Magdalena). -
Paris: Unesco, 1984. - 36 p.; 30 cm. - (PGI.84/WS/12) (eng)

terminology; automatic translation; information transfer; language barriers; international co-operation; bibliographies;

Telecommunication services for the transfer of information and data: a case study in Indonesia

Battu (Daniel Pierre), Rose (John B.). -
Paris: Unesco, 1984. - VII-83 p.: ill.; 30 cm. - (PGI.84/WS/10) (eng)

Access to the specialized information necessary for development is linked in the area of data transfer to the use of modern technologies of which a brief account is provided. The present position of Indonesia is examined in this context: its satellite communication network; opportunities for regional co-operation: development of a national packet switching network; improvements in telecommunications; access, connections, investments; the country's international options: regional packet switching network; data sharing; STI network in East and South-East Asia. Recommendations are made concerning national policy, regional and international co-operation, commercial and human aspects of services, research activities.

information/library policy; information transfer; telecommunication; communication networks; Indonesia;

The Use of satellite communication for information transfer

Ploman (Edward W.). -
Paris: Unesco, 1982. - 125 p.: ill.; 30 cm. - (PGI.82/WS/5) (eng)

Satellite communication has developed on the basis of the latest technologies: its role in data transmission is examined and defined together with its implications for telecommunications. A careful definition is provided of the elements involved in the design and establishment of systems at the level of data communications and network implementation. Structures must be designed and policies must be defined at both national and international levels; laws and regulations are proposed and future action is considered.

communication satellites; information transfer; communication networks; international co-operation; telecommuniation;

VII.1/D Manuals and inventories

International inventory of software packages in the information field

Keren (Carl), Sered (Irina). -
Paris: Unesco, 1983. - III-605 p.; 30 cm. - (PGI.83/WS/28) (eng, rev. in pre.)

The selection of software for automating libraries, storing and recovering information or managing data bases is an essential but difficult task. An inventory of 188 sets of software, not all of which are commercially available, was carried out in order to assist decision-makers in this work. After defining the needs, this study sets out the methodology and the criteria adopted. The software selected is presented in tables on the basis of its applications, characteristics, the compilers required, the order of prices, the functions of the systems. There follows a detailed description of each set of software.

computer software; inventories; comparative analysis; library automation;

ASCOBIC Manual on bibliographic control in Africa

M'Baye (Saliou). -
Paris: Unesco, 1981. - 61 p.; 30 cm. - (PGI.81/WS/29) (eng; also in fre)

The African Standing Conference on Bibliographic Control (ASCOBIC) was given the task of drafting a manual on bibliographic control in African countries: it was intended as a source book for teachers, an aid to African experts familiarizing librarians with the various types of ISBD and the application of the ISDS and should contribute to the application of bibliographic control in Africa. Outline of the study: international bibliographic description; legal deposit and preparation of national bibliographies; ISDS; bibliographic control in Africa: ASCOBIC, aims and objectives.

bibliographic control; Africa; national bibliographies; ISDS; bibliographic description; legal deposit;

Manual on bibliographic control

International Office for Universal Bibliographic Control (UBC). -
Paris: Unesco, 1983. - VII-85 p.; 30 cm. - (PGI.83/WS/8) (eng; also in fre)

The improvement of national bibliographic control is essential within the context of Universal Bibliographic Control (UBC). This manual expands on objectives and functions at a practical level, explains the 'why' and the 'how' of the processes to be adopted, shows the link between functions and purpose and how such functions can be set in motion and provides a framework for the establishment of national bibliographic control. The broad outlines of this type of control are defined; the acquisition of national publications and legal deposit are examined as well as the production of a national bibliography and the preparation of bibliographic records. An account is provided of participation in

international numbering schemes and information systems and of further tools of bibliographic control.

bibliographic control; information/library standards; legal deposit; national bibliographies; international information systems;

Reference manual for machine-readable bibliographic descriptions

Dierickx (Harold), Hopkinson (Alan). -
2nd rev. ed. - Paris: Unesco, 1981. - 341 p.; 30 cm. -
(PGI.81/WS/22) (eng; also in fre, spa)

The objective of the Reference Manual is to serve as a standardized communication format for the exchange of machine-readable bibliographic information between computerized or non-computerized information services. The specifications for a comprehensive, self-contained format of this type are composed of five parts: definitions, outline of record format and contents; data elements; record format; specifications; examples; brief guide to data base documentation. This manual is intended for use within computerized environments but can also be used by non-computerized systems. The data elements defined are not to be regarded as exclusive and may be supplemented for local requirements. No standards are laid down for input or display formats.

bibliographic description: machine-readable materials; record format; information exchange; information processing automation;

Reference manual for machine-readable descriptions of research projects and institutions

Dierickx (Harold), Hopkinson (Alan). -
Paris: Unesco, 1982. - 166 p.; 30 cm. - (PGI.82/WS/10) (eng; also in fre, spa)

Bibliographical services throughout the world, 1975-1979; Bibliographical services throughout the world, supplement 1980

Beaudiquez (Marcelle). -
Paris: Unesco, 1984. - 462 + 103 p.; 21 cm. - ‹2 volumes|
(ISBN 92-3-101982-1) (eng, fre)

bibliographic services; directories, evolution; national bibliographies; legal deposit; information materials; international co-operation;

Terminology manual

Felber (Helmut). -
Paris: Unesco, 1984. - XXI-426 p.: ill.; 30 cm. - (PGI.84/WS/21),
(eng; fre, spa in prep.)

The importance of terminology in information transfer is becoming

increasingly apparent. Accordingly, this science is in rapid development and a decision has been taken to establish an international terminology network (Termnet): the training of specialists capable of developing systematic terminologies is of great importance. This reference manual is intended as a tool for the development of Termnet; it is composed of seven parts which can be used separately; general principles and current activities, fundamentals, terminological principles and methods, methods of terminography, research and current projects, basic documentation, bibliography.

terminology; methodology; international co-operation; manuals; data banks;

Information transfer

2nd ed. - Geneva: International Standards Organization, 1982. - 522 p.; 21 cm. - (ISBN 92-67-10058-0) (eng; also in fre)

With the growth of national and international information systems the need for an increased information sharing and for more compatibility and interconnection becomes more urgent. International standardization is recognized as essential for practical and financial reasons. On the basis of present standards, Unesco, in a concern for efficiency and with a view to internationalization, has been led to investigate the ways and means of establishing and implementing in collaboration with ISO a standardization programme covering the whole complex cycle of information handling from its generation to its ultimate use. This guide determines the different information processes and aims to provide 'UNISIST-recommended' standards.

information/library standards; information transfer; guides; information processing;

UNISIST guide to standards for information handling

Vajda (Erik). -
Paris: Unesco, 1980. - 304 p.: ill.; 30 cm. - (ISBN 92-3-101833-7), (eng, rev. in prep.)

The interconnection of information systems means that the processing, packaging and dissemination of information must be standardized. This guide is conceived for all kinds of users and producers of information, an analysis of whom will be contained in part one to be published later. Each of the nine chapters in part two identifies and takes stock of a particular area subdividing it into as many parts a necessary on the basis of a pragmatic classification: procedures, techniques, etc..., introducing standard-setting documents and recommendations. Layout of the guide: intellectual preparation of documents and subject analysis, production of documents, reproduction, representation of information, editing, bibliographic records, interchange of machine-readable data, management of document collections, numerical data.

information systems; information processing; standards; information exchange;

VII.2.1 National information policies and infrastructures

VII.2.1/ARC Archives

The Applicability of UNISIST guidelines and ISO international standards to archives administration and records management: a RAMP study

Rhoads (James B.). -
Paris: Unesco, 1982. - VI-95 p.; 30 cm. - (PGI.82/WS/4) (eng; also in fre, spa)

There are some basic differences between the information needs of scientists and of those who use archives most frequently. This study is intended to indicate the extent to which, on the one hand, the guidelines developed by Unesco's UNISIST activities for the purpose of improving formats and procedures for information exchange and, on the other, the standards developed by the International Organization for Standardization (ISO) in the areas of: library science and documentation, terminology, data processing and documentary reproduction, can be of benefit to the architect in records management and archives administration. In addition to this evaluation, the study indicates areas where normative documents are needed and recommends a series of priorities.

archives; information/library standards; comparative analysis; archive administration; records management;

The Archival appraisal of machine-readable records: a RAMP study with guidelines

Naugler (Harold). -
Paris: Unesco, 1984. - 161 p.; 30 cm. - (PGI.84/WS/27) (eng; also in fre, spa in prep.)

The purpose of this study is to provide archivists with an introduction to the design and use of machine-readable archive records by replacing them in a general context, and to offer guidelines for the appraisal of their archival value. This knowledge should be extremely useful to archive services in industrialized as well as in developing countries. The study is based on the policy and practices of those countries that have had the widest experience in this field; considerable space is devoted to appraisal problems.

machine-readable archives; archive administration; evaluation; archive records; manuals;

The Design of archives buildings in tropical countries

Bell (L.), Faye (B.). -
Paris: Unesco, 1979. - 190 p.; 21 cm. - (ISBN 92-3-101600-1) (fre; also in spa)

The aim of this study is to assist archivists involved in the design of archives buildings and to give architects some conception of the constraints attaching to this type of construction and equipment. Part I examines the princiapl data to be collected by archivists for submission, in addition to an inventory of requirements, to architects. Archivists

and architects should work together constantly, while there should be continuity among those responsible for the various operation. Installation may be monitored by means of schedules giving a description of the equipment in each section. Part II deals with the climatic constraints of the environment in tropical and subtropical zones. Overall or specific solutions are proposed.

archive repositories; building design; building standards; tropical zones; manuals;

The Preservation and administration of private archives: a RAMP study

Seton (Rosemary E.). -
Paris: Unesco, 1984. - 65 p.; 30 cm. - (PGI.84/WS/6) (fre; also in eng, spa)

A survey was carried out in a number of countries regarding the acquisition, preservation, arrangement and description of, and access to, the principal categories of private archives, in particular those of business and labour organizations, colleges and universities, religious organizations, cultural and scientific institutions, estates and families. The study analyses the findings in order to determine trends, needs and problems, with special reference to those of developing countries. It concludes with recommendations for action at the international level to assist in ensuring more comprehensive and effective preservation and administration of private archives.

private archives; survey analysis; archive records preservation; records management;

Conservation and restoration of archive materials

Kathpalia (Yash Pal). -
Paris: Unesco, 1973. - 231 p.; 21 cm. - (ISBN 92-3-101073-5) (eng; also in fre)

This study of archives preservation is a compilation of the information that lies scattered in literature or is the fruit of experience recorded throughout the world in order to provide a broad spectrum ranging from age-old methods to the most recently developed scientific processes. The various problems arising in archives preservation - including new materials for keeping records - are described and discussed. The study is set out as follows: constituent materials of documents; deterioration: causes and control; principles of repair; cleaning, washing and flattening; deacidification; restoration; special problems; aids to preservation; preservation of microfilms and sound recordings. Each chapter is illustrated with drawings and photographs.

document preservation; restoration; repair workshops; methods;

Conservation and restoration of archives: a survey of facilities

Kathpalia (Yash Pal). -
Paris: Unesco, 1978. - 94 p.; 30 cm. - (PGI.78/WS/14) (eng)

In 1973 Unesco published the author's study on conservation and preservation of archive materials. The present publication updates and significantly supplements that study. Its presentation of conservation and restoration problems and its analysis of policies and practices observed in very many countries make it a valuable source of information. It deals with both theoretical and practical aspects in some depth, and gives a clear picture of facilities for implementation, manpower training and testing results.

archive records preservation; document preservation; document restoration; conservation techniques; national archives;

Development of records management and archives services within United Nations agencies: a RAMP study with guidelines

Stark (Marie Charlotte). -
Paris: Unesco, 1983. - 215 p.; - 30 cm. - (PGI.83/WS/26) (eng; also in fre)

This study, the third of its kind in a series within the RAMP programme, is intended to provide United Nations agencies with guidelines for computerized management of archive records, services and systems. A list of guidelines and standards was prepared and a questionnaire sent to 32 agencies, some of which were also visited. The study covers four topics: general requirements for an effective records management and archives programme - managing the life cycle of records and archives - control, appraisal and disposal - administration of modern archives. Each subject is examined form three angles: current situation, problems and solutions with reference to actual cases, conclusions and recommendations. A set of guidelines is then drawn from the latter, and a bibliography added.

archive administration; international organizations; archive records; archive operations; manuals;

Guidelines for the preparation of general guides to national archives: a RAMP study

Hildesheimer (Françoise). -
Paris: Unesco, 1983. - 67 p.; 30 cm. - (PGI.83/WS/9) (eng; also in fre, spa)

Based on comparative studies of general archives guides carried out in the context of the traditions of government departments and of the use of documents by government departments, the handbook provides practical guidelines for the organization and content of general guides, and which can be applied to the description of archive holdings and collections of any sort. It is intended to assist national archives institutions, more

specifically in the developing countries, in the preparation of a basic model finding aid which will introduce information users to the nature, value and potential uses of archives.

national archives; access to information; methodology; archives finding aids;

Directory of audiovisual materials for use in records management and archives administration training

White (Brenda). -
Paris: Unesco, 1982. - 71 p.; 30 cm. - (PGI.82/WS/8) (eng)

The work is intended to assist information specialists, particularly those involved in education and in locating and obtaining audiovisual materials for training purposes. A variety of printed sources were examined: directories, catalogues, newspapers. A questionnaire was sent all over the world to different organizations, e.g. national archive agencies, schools training archivists or offering archive science training, libraires and museums, industrial archive agencies. The relatively small number of entries in this directory is disproportional to the interest aroused by the operation, and indicates the need for development in this field. The audiovisual materials are set out as in the questionnaire, in alphabetical order of producing countries.

audiovisual instruction; archive science training; directories; archive operations; information sources;

Feasibility study of a data base on national historical sources in foreign repositories

Pieyns (Jean). -
Paris: Unesco, 1981. - (66 p. in various pagings); 30 cm. - (PGI.81/WS/24) (eng; also in fre)

national archives; guides to information sources; data banks; archive repositories; feasibility studies;

Feasibility study on the creation of an internationally financed and managed microfilming assistance fund to facilitate the solution of problems involved in the international transfer of archives and in obtaining access to sources of national history located in foreign archives

Borsa (Ivan). -
Paris: Unesco, 1981. - 31 p.; 30 cm. - (PGI.81/WS/7) (eng; also in ara, fre, rus, spa)

microfilms; international circulation of information materials; archive finding aids; feasibility studies; cost accounting;

The Archival appraisal of moving images; a RAMP study with guidelines

Kula (Sam). -
Paris: Unesco, 1983. - 130 p.; 30 cm. - (PGI.83/WS/18) (eng; also in fre, spa)

The evaluation of moving image archives is the subject of some controversy, particularly in respect of their historical value, right to selection, material means of storage. In order to assist archivists and managers of such documents in selecting for preservation purposes, a comparative study was made of past and present policies in this area, giving special attention to the following: appraisal standards and archival theory; typology of archival moving images; records management and the appraisal of moving images; related documentation. Guidelines are drawn.

archives; moving images; records appraisal; manuals; archive policy;

Guide to the archives of international organizations: the United Nations system

Paris: Unesco, 1984. - 279 p.; 21 cm. - (ISBN 92-3-102090-0) (eng; also in fre)

The International Council on Archives has long shown an interest in the archives of international organizations. A number of studies have preceded the present guide which is the first part of a more extensive three-fold project. In addition to agencies belonging to the United Nations itself and the fourteen specialized agencies and their subordinate institutions, a selection was also made from among other bodies with close ties to the United Nations. The term 'archives' includes all records destined by their nature for preservation for purposes of proof or for information by the administration that produced or received them. A short administrative history and a description of archive groups are given for each organization.

international archives; international organizations; United Nations; archive administration; directories;

A Guide for surveying archival and records management systems and services: a RAMP study

Evans (Frank B.), Ketelaar (Eric). -
Paris: Unesco, 1983. - 30 p.; 30 cm. - (PGI.83/WS/6) (eng; also in fre, spa)

Despite the common problems faced by all archival institutions, the internal organization, functions and activities of public archives will always reflect the traditions and practices of the governments of which they are a part. The combined questionnaire and statistical report that make up this document are intended to accommodate this diversity of archival systems and services, while placing emphasis on what have emerged as the basic functions and activities of all programmes that meet minimum professional standards. The study aims not only to analyse

existing resources and how they are managed, but also to indicate what a fully developed and professionally sound programme should encompass. It may also be used as a guide in professional training courses.

public archives; archive administration; records management; survey analysis; manuals;

Guide to records relating to science and technology in the National Archives of India: a RAMP study

Tirmizi (S.A.I.). -
Paris: Unesco, 1982. - (83 p. in various pagings); 30 cm. - (PGI.82/WS/12) (eng)

Government archives are concerned not only with administration and public activities in a country, they also contain a wealth of material relating to a multitude of fields. Politicians and national planners must have access to them, particularly for purposes of economic and social development. This guide reviews the history of the scientific and technical development of India from very ancient times and under a variety of aspects: flora, fauna, geographical surveys (geodesy, topography, cartography), medecine, agriculture and veterinary research, meteorology, geology, forestry, fisheries, telegraphs, railways, industrial development, social statistics. Scientific policy resolutions adopted by India are included by way of example.

national archives; archive policy; scientific development; science and technology; India;

Guide to the records relating to science and technology in the British Public Records Office: a RAMP study

Jubb (Michael). -
Paris: Unesco, 1984. - V-313 p.; 30 cm. - (PGI.84/WS/9) (eng)

public archives; archive repositories; science and technology; directories; United Kingdom;

The History of archives administration: a select bibliography

Evans (Frank B.). -
Paris: Unesco, 1979. - 255 p.; 21 cm. - (ISBN 92-3-101646-6) (eng)

archive administration; national archives; bibliography; history of archives; archive science training;

Scientific and technological information in transactional files in government records and archives: a RAMP study

Wimalaratne (K.D.G.). -
Paris: Unesco, 1984. - 51 p.; 30 cm. - (PGI.84/WS/7) (eng; also in fre, spa)

A methodology is proposed to retrieve and disseminate scientific and technological information contained in transactional files created in public offices, from primary and unpublished sources of this type of information. By adapting the institutional and statutory infrastructures to the requirements of this type of research, the various stages of the managerial process concerning documents or records (creation, transfer to record centres, appraisal, transfer to the National Archives) should make it possible to retrieve unrestricted or unclassified scientific and technological information for dissemination to special librairies or centres, while restricted or classified information is stored in special record centres. The study is confined to manual records systems which are of particular use in developing countries.

government archives; archive operations; scientific information; records disposition; dissemination of information;

Model bilateral and multilateral agreements and conventions concerning the transfer of archives

Kecskemeti (Charles), Van Laar (Evert). -
Paris: Unesco, 1981. - 46 p.; 30 cm. - (PGI.81/WS/3) (eng; also in ara, fre, rus, spa)

Since these guidelines and archival principles are intended to govern the settlement of conflicting archival claims, the following aspects are covered here: bilateral and multilateral negotiations and agreements; international law principles, policies and procedures; national laws and regulations; retroactive sovereignty; provenance; functional pertinence; joint heritage; right to historical continuity; international co-operation and understanding. The term 'agreement' is used when the signatory parties are the representatives of technical administrations, the term 'convention' being reserved for diplomatic instruments signed by government representatives. This study examines the following points: preparation and conclusion of different types of agreements and conventions; bilateral agreements and conventions; bilateral or multilateral agreements and conventions on the establishment of joint heritages; international action.

archive policy; transfer of archives; bilateral agreements; international instruments; archive legislation;

Obstacles to the access, use and transfer of information from archives: a RAMP study

Duchein (Michel). -
Paris: Unesco, 1983. - II-80 p.; 30 cm. - (PGI.83/WS/20) (eng; also in fre, spa)

This study is intended as a practical guide for archivists in planning and preparing programmes and activities to facilitate the accessibility and use of information contained in public and private archives. It covers the following subjects: definition of problems; access to archives: the right to information and its limits; material obstacles to access to archives; diffusion of archival information: methods, legal and practical problems; three special cases: audiovisual and machine-readable archives, and those of international organizations. The study concludes by expressing the desirability of archive legislation in each country, adoption of uniform rules by the international organizations of the United Nations system, and assistance for the least-favoured countries.

archives; access to information; information transfer; archive legislation;

Planning, equipping and staffing a document reprographic service: a RAMP study with guidelines

Keene (James A.), Roper (Michael). -
Paris: Unesco, 1984. - 84 p.; 30 cm. - (PGI.84/WS/8) (eng; also in spa, fre in prep.)

The purpose of the RAMP study is to provide archivists faced with the problems of a reprographic service with a survey of basic technology for purposes of selection, and an outline of basis principles to assist them in their task. It is not intended for technicians, but rather sets out to meet the particular problems of reprographic services in tropical countries. The following topics are dealt with: techniques and their application: microforms, hard copy, applications, technical considerations - planning, equipping and staffing: accommodation, functions and training of staff, cost factors, planning and co-ordination - stages of development of a document reprographic service: short-, medium- and long-term - guidelines: technical, applications, planning, staff.

reprography; planning; equipment; archive personnel; tropical zones;

The Preservation and restoration of paper records and books: a RAMP study with guidelines

Crespo (Carmen), Vinas (Vincente). -
Paris: Unesco, 1984. - VI-115 p.; 30 cm. - (PGI.84/WS/25) (esp; also in fre, eng. rus)

The study, intended for archivists and librarians in developing countries, makes a detailed review of all the systems and principles relevant to the planning and implementation of a programme for the preservation and restoration of paper documents. The various processes

and materials used in the manufacture of paper in Europe are examined, as are those used for inks, the graphic elements. The causes and effects of deterioration are then considered, followed by preventive methods of conservation and the factors to be controlled for effective conservation (light, humidity, etc.). A list of the aims of restoration follows, with a review of the different processes to be employed.

document preservation; maintenance and restoration; paper technology; accident prevention; document withdrawal;

Guidelines for curriculum development in records management and the administration of modern archives: a RAMP study

Cook (Michael). -
Paris: Unesco, 1982. - II-74 p.; 30 cm. - (PGI.82/WS/16) (eng; also in fre, spa)

The present guidelines are intended to assist in the development of the training of persons intending to work both in archives administration and records management, being closely linked professional fields that should be studied in combination. They envisage a three-tiered training programme: professional, higher grade, paraprofessional. They set out to develop the following subjects: infrastructure; institutional factors; educational factors; entrance levels; scope and range of curricula; construction of a course; design, courses.

records management; archive administration; training courses; curricula; manuals;

A Model curriculum for the training of specialists in document preservation and restoration: a RAMP study with guidelines

Kathpalia (Yash Pal). -
Paris: Unesco, 1984. - 27 p. - (PGI.84/WS/2) (fre; also in eng, spa)

The teaching and training programme for archivists places emphasis on the following points: proper preventive preservation of records; restoration on scientific lines with a view to consolidating damaged documents with minimum delay and at reasonably low cost; standardized methodology to ensure that the trained technicians carry out the required procedures on scientific lines. Staff should also have knowledge of management techniques, both for planning day-to-day activities and facing any emergencies that may arise. The proposed curriculum is two-fold in that it caters for both specialists and technicians. The study is of special interest to archivists in developing countries.

archivists; document preservation; restoration; technical training; methodology;

Guidelines for legal deposit legislation

Lunn (Jean). -
Paris: Unesco, 1981. - 33 p. - (PGI.81/WS/23) (eng; also in fre)

The model legislation for legal deposit is intended as a basis for effective national bibliographic control. The study in a number of countries of practices, legislations and objectives relating to legal deposit, and its relationship to copyright, showed that there are wide differences and that the elaboration of one 'model' law for across-the-board implementation was impossible. This document accordingly proposes only those elements which should or could be included in the law, cites practices in a number of countries and includes an outline of a deposit law as an example to officials in each country.

legal deposit; bibliographic control; national policy; model legislation; information/library legislation;

Records surveys and schedules: a RAMP study with guidelines

Charman (Derek). -
Paris: Unesco, 1984. - IV-112 p.; 30 cm. - (PGI.84/WS/26) (eng; also in fre, spa in prep.)

Documents channelled into a records management unit go through a tight-knit control process in a specifically designed service with tight-knit control process in a special service with trained personnel, an action programme and appropriate equipment. The successive stages to be gone through are described: preparation of records, inventory listing, appraisal of records (period of retention, archival value), final decision on duration of records preservation by the head of the service, issuance of records schedules, records disposal and intermediate records storage, recording and appraisal of special categories of records (machine-readable records, microforms, audiovisual and cartographic records). Guidelines are then proposed, followed by a bibliography.

archives; manuals; archive operations; records appraisal; records disposal;

Archives journals: a study of their coverage by primary and secondary sources

White (Brenda). -
Paris: Unesco, 1981. - 72 p.; 30 cm. - (PGI.81/WS/10) (eng; also in fre)

primary documents; secondary documents; survey; bibliography; archive research;

The Role of archives and records management in national information systems: a RAMP study

Rhoads (James B.). -
Paris: Unesco, 1983. - 56 p.; 30 cm. - (PGI.83/WS/21) (eng; also in fre, spa)

The attention of decision-makers is drawn to the essential character and value of archives, and to the procedures and programmes that should govern the management of archives and current records: the value of automation is emphasized. The cultural, social and economic benefits that can accrue to a nation through the preservation and use of its archives are indicated, as are the economies and efficiency that will result from comprehensive records management systems and services. The relationship between these and other information systems and services is highlighted with a view to developing co-ordinated national information systems.

archive administration; records management; national information systems; archive policy; archive operations;

Archival services and the concept of the user: a ramp study

Taylor (Hugh A.). -
Paris: Unesco, 1984. - III-101 p.; 30 cm. - (PGI.84/WS/5) (eng; also in fre)

This study places archival services and the user within the context of available communication techniques and analogous developments for library science. The following themes are discussed in such a way that they may be considered as a whole and in close relationship with each other: nature of the problem; information, the user and the universe of knowledge; user needs and user behaviour; prelude to service: surveys, appraisal, acqusition; the user in the search room: improving manual systems; machine-readable archives; automation in the search room; networks; beyond the search room: extension services; the user and the future: education, research and development.

information user needs; records management; information scientist-user relationship; archive finding aids; information processing automation;

The Status of archives and records management systems and services in African Member States: a RAMP study

Van Laar (Evert). -
Paris: Unesco, 1985. - 81 p; 30 cm. - (PGI.85/WS/3) (eng; also in fre, spa in prep.)

In order to obtain a picture of the archival situation in Africa, a questionnaire was sent to 49 African national archival agencies in 1982: there were 27 replies from English- and French-speaking countries (only two were received from Arabic-speaking countries, and these were not used for purposes of comparison). The questionnaire referred to all the major problems relating to archives: legislation and regulations, their contents - personnel: composition, education - buildings: security, space availability - storage facilities and equipment: preservation,

restoration, reprography, automatic and electronic equipment - holdings - operations and services. Each of the subjects discussed is accompanied by a tabulation of responses. Recommendations are made in each instance.

national archives; archive policy; statistical analysis; archive operations; Africa;

The Status of archivists in relation to other information professionals in the public service in Africa: a RAMP study

Orléans (Jacques d'). -
Paris: Unesco, 1985. - 47 p.; 30 cm. - (PGI.85/WS/2) (eng; also in fre, spa in prep.)

In order to collect and analyse data for comparison of the status of archivists and librarians, a questionnaire was sent to 42 sub-Saharan countries in Africa: 20 responses were received, including 8 from English-speaking countries and 12 from French-speaking countries. Particular attention was paid to the following: the number of professional archivists (2 for every 6 librarians and every 1 documentalist), recruitment requirements and types of training recognized, ministries to which information services are attached, official status, recruitment problems, conditions of promotion, salary scale, comparative status of different information professionals. Recommendations are made at both national and international levels, with particular reference to the status and training of archivists.

archivists; professional status; vocational training; information/library professional personnel; Africa;

A Survey of archives relating to India and located in major repositories in France and Great Britain

Moideen (P.S.M.). -
Paris: Unesco, 1983. - 69 p.; 30 cm. - (PGI.83/WS/19) (eng)

history of archives; archive repository; India; France; United Kingdom;

The Use of sampling techniques in the retention of records: a RAMP study with guidelines

Hull (Felix). -
Paris: Unesco, 1981. - III-64 p.; 30 cm. - (PGI.81/WS/26) (eng; also in fre, spa)

Appraisal, which is a basic archive operation, consists of selecting from among records what is to be retained and what retired. Sampling comes into play only then. Its purpose is to reduce the mass of archives or place certain specimens on a retention schedule as part of an ultimate disposal plan. Four principal types of sampling can be identified: examples; purposive sampling (qualitative or pre-determined); systematic (or representative, quantitative, statistical on a time-series, series chronological or numerical basis); random statistics. The following are

examined for each type: rationale of the choice, criteria to be applied, methods used; the theoretical study is amplified by means of guidelines. The particular problems relating to cartographic, audiovisual and machine-readable records are examined.

archives; records appraisal; sampling; statistical methods; manuals;

The Admissibility of microforms as evidence: a RAMP study

Weill (Georges). -
Paris: Unesco, 1981. - 68 p.; 30 cm. - (PGI.81/WS/25) (eng; also in fre, spa)

The present study, based on a report published by Unesco in 1975 on 'Legal questions of the application of microfilms', examines on a country by country basis the main changes made in the law concerning documentary evidence since that time. The technical and legal conditions for the use of microforms are considered in the light of: changes in commercial law in the Federal Republic of Germany, Sweden and Switzerland; the Canadian national standard and its influence; the French and Italian solutions, and the recommendations of the Council of Europe. The need for regulations conferring the value of evidence on microforms is emphasized and is discussed under two headings: documentation and security microfilms; substitute microfilms in administrative and commercial law. This is followed by a number of suggestions.

microforms as evidence; archive legislation; legal practice and procedure;

Writings on archives published by and with the assistance of Unesco: a RAMP study

Evans (Frank B.). -
Paris: Unesco, 1983. - 33 p.; 30 cm. - (PGI.83/WS/5) (eng)

bibliographies; archives; archive administration; archive development;

The Preservation and restoration of photographic materials in archives and libraries: a RAMP study with guidelines

Hendricks (Klaus B.). -
Paris: Unesco, 1984. - VII-21 p.; 30 cm. - (PGI.84/WS/1) (eng; also in fre, spa)

This study is intended to inform archivists, curators and other persons responsible for the acquisition and preservation of documentary materials in photographic form of the fairly fragile nature of, and problems associated with, these media, and of measures recommended for their preservation. It presents the results of the most recent research carried out on the preservation and restoration of photographic materials and of relevant experience gained in the previous eight years at the Canadian laboratory for the preservation of such materials in public archives.

photographic archives; document preservation; restoration; information/ library standards; manuals;

VII.2.1/A Guidelines

Guidelines on referral centres

Dulong (Aubert). -
Paris: Unesco, 1979. - 49 p.; 30 cm. - (PGI.79/WS/4) (eng; also in fre, spa)

The effective exploitation of inventories calls for the establishment of operational referral centres accessible to all. These perform the following functions: creating and updating inventories, referring users to adequate sources, and enhancing the latter through feedback. Methods for setting up and operating such centres are discussed and elucidated with the aid of examples. Possible uses of information collected are scrutinized. The need for international co-operation among referral centres is emphasized and the possibility of a world information netwrok envisaged. The study concluded with a diagram of the principal steps in establishment and development of a referral centre, a list of addresses and a bibliography.

referral centres; directories; information user needs; international co-operation; information/library development;

Conceptual framework and guidelines for establishing geographic information systems capable of integrating natural resources data and socio-economic data for development-oriented planning, monitoring and research

De Man (Erik). -
Preliminary version. - Paris: Unesco, 1984. - VI-67 p.; 30 cm. - (PGI.84/WS/20) (eng, also in fre, spa in prep.)

The terms of reference of the project were to analyze linkages between natural resources data and certain types of socio-economic, scientific and technological information, and to prepare guidelines for the development of geographic information systems integrating spatial data. Emphasis is placed on the key role of information, identification of its users and uses, and systems design and structure. The specific challenges presented by the collection and processing of geographic data (particularly the coding of spatial concepts) are reviewed. The technical, financial and logistic support implied in the development of such systems, integrating as they do all types of data and organized in network form, is studied in depth.

information systems; socio-economic indicators; geographical research; natural resources; geographical data;

Guidelines for the planning and organization of school library media centres

Carroll (Frances Laverne), Beilke (Patricia F.). -
Rev. ed. - Paris: Unesco, 1979. - 52 p.; 3 cm. - (PGI.79/WS/17) (eng; also in fre, spa)

Education is available to the greatest number at the primary level and for many may be the only education received: hence the importance of a

school library media centre. This is the case too with technical and professional schools. The role and functioning of school library media centres are described from the point of view that their programmes should change continually to meet new demands and needs in the communication of facts, ideas and concepts. The guidelines presented here analyse the needs and objectives of a school library media centre, consider problems relating to personnel, selection and acquisition of materials, and facilities in general. The activities of the library media centre should be an important part of the curriculum.

school libraries; multimedia resource centres; audiovisual materials; teaching materials and equipment; information/library facilities;

Guide for the establishment and evaluation of services for selective dissemination of information

Poncelet (J.). -
Paris: Unesco, 1980. - IV-71 p.; 30 cm. - (PGI.80/WS/14) (eng; also in fre, spa)

This guide describes the components of a selective dissemination of information (SDI) service and explains how to create and evaluate this type of service. It defines the main features of a computerized documentation system, describes the CDS/ISIS and CAN/SDI software packages which Unesco makes available to its Member States. Finally, it attempts to chart the place of SDI services in the development of national infrastructures, mainly with a view to improving access for developing countries to world sources of information. The results of the evaluation of two SDI services developed with Unesco's assistance and the questionnaires used in obtaining those results appear as annexes.

selective dissemination of information; information systems evaluation; information/library administration; software; information processing automation;

Guidelines for the establihsment of information consolidation units

Seetharama (S.). -
Paris: Unesco, 1984. - V-178 p.; 30 cm. - (PGI.84/WS/19) (eng; also in fre, spa in prep.)

The function of information consolidation units (ICUs), formerly known as information analysis centres, is to analyse, condense, synthesize, restructure, disseminate and evaluate information resulting from research, and to draw experience from it. They cannot function without private or public financing. The feasibility study deals with the potential clientele, evaluates the information flow and resources needed and makes an economic, political and strategic analysis. The attention of managers of projects of this type is drawn in particular to the items for study: ICU objectives, users, subject coverage, products envisaged, implantation, definition of tasks, management planning, dissemination and communication, evaluation.

information analysis centres; information systems evaluation; information/library objectives; project reports; organization and methods study;

Guidelines on national information policy: (scope, formulation and implementation)

Wesley-Tanaskovic (Ines). -
Paris: Unesco, 1985. - XIII-40 p.; 30 cm. - (PGI.85/WS/14) (eng; also in spa, fre in prep.)

Addressed primarily to decision-makers and planners in government responsible for launching a national information policy, the guidelines in this study: indicate how to identify information requirements and to design means for meeting them; define how to formulate a national information policy that takes account of existing realities by instituting appropriate procedure and special committees; specify the factors to be borne in mind for implementing a programme; determine how to establish a national information co-ordinating committee;

information systems; national policy;

Guidelines for the evaluation of information systems and services

Lancaster (F.W.). -
Paris: Unesco, 1978. - 169 p.; 30 cm. - (PGI.78/WS/18) (eng; also in fre, spa)

These guidelines deal with a wide range of activities carried out by information centres. They are intended to suggest criteria and methods by which to evaluate some or all of these activities. They have been made broad in scope in order to have the widest possible applicability, with the result that they are unable to deal at any level of detail. Emphasis is on practical examples. The study is in five parts: general considerations on information transfer and evaluation levels, criteria and stages, evaluation of document delivery: collection, availability; evaluation of information retrieval, efficiency, cost/effectiveness, cost/benefit; evaluation at national and international levels.

information systems evaluation; access to information; cost/benefit analysis; information/library co-operation; methodology;

Guidelines on the conduct of a national inventory of current research and development projects

Wollman (Peretz). -
Paris: Unesco, 1975. - 49 p.; 30 cm. - (SC.75/WS/13) (eng; also in fre, spa)

The implementation of a current research and development information system which collects, orders, displays and disseminates data on ongoing national research and development activities is an important task of any national information service. The rationale of constructing such a system and the uses to which it can be put are considered here, as are data base construction methods, classification and indexing schemes, software and potential uses of the data base. Examples of questionnaires for data

collection and examples of outputs of the system are included. The administrative and operational stages of the construction of the base are illustrated in diagram form.

national information systems; research projects; inventories; data bases; methodology;

Guidelines on the conduct of a national inventory of scientific and technological information and documentation facilities

Vilentchuk (Lydia). -
Paris: Unesco, 1975. - 46 p.; 30 cm. - (SC.75/WS/28) (engl; also in fre, spa)

Inventories of information facilities have already been made for the purpose of planning information networks, yet no guidelines have been formulated on the basis of that experience. The study indicates the end-purpose of such inventories: collections, their processing, manpower, users, services provided for users, budget, premises. A methodology and procedure for carrying out the inventory are proposed: types of facilities to be surveyed and their identification, list of these, questionnaire, manpower requirements. Processing and the use to be made of results are considered: processing for planning, by-products of the inventory, updating. Examples to allustrate the text are annexed.

inventories; information services; information/library planning; national information systems; methodology;

VII.2.1/B Conference documents

International congress on universal availability of publications, Paris, 3-7 May 1982: main working document including annotated programme and summary

Paris: Unesco, 1982. - 96 p.; 30 cm. - (PGI.82/UAP/2) (eng; also in fre, spa)

This working document should not be considered as exposing all aspects of UAP (universal availability of publications) or as expounding all available solutions to the problem, but rather as an outline of some of the important points with the object of facilitating the discussions of the congress. It is in three parts: annotated programme, summary of the content of the chapters of the main document; main working document. The latter is divided into seven chapters: presentation on UAP: access and availability to users; production and supply of publications; acquisitions policies and planning, repository policies and planning; national and international policies and practices with regard to interlending of publications; summary discussion.

universal availability of publications; report generators; legal deposit; acquisition policy; inter-library loans;

International congress on universal availability of publications, Paris, 3-7 May 1982: final report

Paris: Unesco, 1982. - (41 p. in various pagings); 30 cm. - (PGI.82/UAP/6) (eng; also in fre, spa)

The aims of the contress were to identify the constraints on universal availability of publications (UAP) and to encourage action towards the improvement of the present situation. The following topics were dealt with: research and work on UAP; user access to publications; production and supply of publications; acquisition policies and practices; repository policy and planning; national and international interlending policies and practices.

universal availability of publications; information user needs; acquisitions; inter-library loans; information/library policy;

Consultation meeting on transfer and utilization of information for development in the 1980s, Toledo, Spain, 11-15 May 1981: issues for consideration

Paris: Unesco, 1981. - 21 p.; 30 cm. - (PGI.81/WS/12) (eng; also in fre)

This consultation meeting on the transfer and utilization of information for development in the 1980s brought together economists, sociologists, development planners and specialists in information. The following topics were considered: information for develpment; information growth; new information technologies; library and information services and their users.

information and development; information technology; dissemination of information; information use; information/library systems;

UNISIST meeting on the planning and implementation of national information activities in science and technology, Reston, USA, 5-9 May 1980: information for problem-solving in socio-economic development

Adams (Scott). -
Paris: Unesco, 1980. - 25 p.; 30 cm. - (PGI.80/WS/26) (eng; also in fre)

The purposes of this series of meetings are evoked, as are the contents of the three previous seminars and subsequent backgrounds. The seven sessions of this seminar were devoted to discussions of five topics: premises of information for socio-economic development; principal users of information for development and national capacity for its utilization; information resources for development; concepts of public and proprietary information for development: economic and technical aspects, legal aspects; role and strategies of appropriate institutions, systems and services in the development process.

economic and social development; information and development; information users; national information systems; information/library role;

UNISIST mmeting on the planning and implementation of national information activities in science and technology, Warsaw, 1979: implications of modern information technology for national information policy and planning

Slamecka (Vladimir). -
Paris: Unesco, 1979. - 19 p.; 30 cm. - (SC.79/WS/66) (eng; also in fre)

The discussions at the third UNISIST meeting on the planning of national information activities centred on modern information technology and its implications for national information policy and programmes. The main topics of discussions were: relationship of information technology to national information policy, its rapid development and the ensuing problems; factors affecting the application of information technology: human socio-political, techno-economic and organizational; planning for the technological future.

science and technology; information technology; national information systems; information/library planning; information and development;

UNISIST meeting on the planning and implementation of national information activities in science and technology, Friedrichsdorf, Germany FR, 1977: management of information resources at the national level

Adams (Scott). -
Paris: Unesco, 1978. - 16 p.; 30 cm. - (PGI.77/Conf.605/Col.3) (eng; also in fre)

This report summarizes the background and purpose of the meeting, its context, the previous forum and interim developments. Management of information resources at the national level was the central theme of the

meeting. The discussions ranged over the following topics in particular: availability of information resources at the national level; expanding the scope of the scientific and technological information service; accommodation to rapid technological change; interdependence of national information systems. The down-to earth nature of the discussions is emphasized.

science and technology; information sources; national information systems; information/library planning; information/library co-operation;

Seminar on factual and numerical data banks, Rabat, Morocco, 21-24 February 1984

Paris: Unesco, 1985. - V-58 p.; 30 cm. - (PGI.85/WS/6) (eng; also in ara, fre)

With the mass of almost unobtainable scientific and technological information growing daily, directly accessible factual and numerical data banks are a boon to research. This seminar, referring to actual cases, particularly in the field of the earth and life sciences, explored ways and means of identifying appropriate banks for research work and of developing and using them. The main aims of the discussions were to: take stock of national science and technology data requirements and agree on a common policy for technical co-ordination and for awakening user awareness to the importance of these tools of knowledge. Recommendations were formulated with a view to future action at regional, national and international levels.

factual and numerical data banks; scientific research; information user needs; scientific co-operation; research co-ordination;

VII.2.1/C Studies

The International provision and supply of publications

Line (Maurice). -
Paris: Unesco, 1981. - 86 p.; 30 cm. - (PGI.81/WS/30) (eng; also in fre, spa)

Within the framework of the UAP (universal availability of publications) programme, this report deals with the provision of publications and their availability at global level; it sets out to identify models for establishing worldwide collections with which to provide an effective international service, rather than methods or mechanisms for the supply of items. The present position is reviewed; the British Library Lending Division has carried out small-scale surveys, while a number of studies have been made of transmission times between countries; finally, several models of international availability are described and an analysis made of their relative advantages and shortcomings.

universal availability of publications; inter-library loans; international information systems; information/library co-operation; acquisition policy;

Availability and use of official publications in libraries

Cherns (Jack J.). -
Paris: Unesco, 1983. - 140 p.; 30 cm. - (PGI.83/WS/30) (eng; also in fre, spa)

All who have to deal with official publications, whether in their work or for private use, are fully aware of the need to pay special attention to this category of publications which differ by the way they are produced, acquired, processed and used. As part of the UAP (universal availability of publications) programme, a study conducted through a questionnaire distributed worldwide produced a corpus of hard data allowing comparisons by region and types of libraries. It helps to understand how official publications are used and the difficulties they face before reaching the final user. The results should be useful to those in charge of producing and distributing such publications.

official publications; library catalogues; copyright deposit; universal availability of publications; acquisition policy;

Methodological approach for identifying the information needs of the engineer

Paris: Unesco, 1984. - VII-66 p.; 30 cm. - (PGI.84/WS/24) (eng; also in fre, spa)

This study begins by defining and explaining what is meant by 'information needs of the engineer'; it then explains the purpose of analysing those needs: for the benefit of engineers, and to create and manage information facilities and implement a policy of engineering

information. A procedure and appropriate methodology are proposed for the collection of each type of data, as are procedures for exploiting results in harmony with the end being sought. Concrete examples are used to exemplify this methodological approach.

information user needs; engineers; data collection; data analysis; methodology;

Consolidation of information: a review of the literature on promotion of windpumps: pilot edition

Rastogi (T.). -
Paris: Unesco, 1982. - 43 p.; 30 cm. - (PGI.82/WS/18) (eng)

The technology for harnessing the wind as an energy resource is not totally new but its widespread application in varied geographical locations imposes severe constraints on infrastructures, institutions, research and development centres and the transfer of technology, education and training, dissemination of information and financing. All these aspects have been analysed and reported on by experts: the present document analyses that literature and the concomitant proposals and recommendations concerning the development of technologies utilizing wind energy and more particularly water pumping windmills.

wind power; technology transfer; national policy; economic and social development; industrial development;

Consolidation of information: a review of the literature on promotion of biogas systems

The Tata Energy Research Institute. -
Paris: Unesco, 1982. - 76 p.; 30 cm. - (PGI.82/WS/21) (eng)

Biogas generation is a simple and cheap method of energy production over a wide range of agricultural and climatic conditions in the developing countries. Its potential as a source of energy or of fertilizer is examined here. The different aspects of the promotion of the new technology are considered in the literature published in this field: benefits and constraints; technical problems; economic, financial and social aspects; need for training of technicians and for national policy covering planning, plant construction and an industrial infrastructure. Experience shows that systems cannot expand unless they are properly integrated.

biogas; gas technology; engineering information systems; industrial development; China;

The Evaluation of SISMAKOM (Computerized SDI project)

Universiti Sains Malaysia Library. -
Paris: Unesco, 1983. - 51 p.; 30 cm. - (PGI.83/WS/16) (eng)

Although developing countries are not sensitized to the importance of information policy, they have invested considerably in education: hence the plan to make university library resources available to the general public. An experimental computerized service of selective dissemination of information (SDI) relating to science and technology - SISMAKOM - was launched in Malaysia in 1980. This report describes the users, profile building, creation and objectives of the service, followed by an account of service performance and an analysis of problems encountered; the impact of the SDI service is evaluated in user/cost/service terms.

selective dissemination of information; university libraries; information user needs; search profiles; Malaysia;

Index of Information Utilization Potential (I.U.P.)

Borko (Harold), Menou (Michel). -
Paris: Unesco, 1983. - (102 p. in various pagings); 30 cm. -
(PGI.83/WS/29) (eng)

The I.U.P. project is intended to calculate the potential of the countries for utilizing information and to estimate the opportunities for establishing a flexible and reliable system for monitoring and appraisal of the countries' conditions related to information activities. Previous work on indicators, statistics, national information policy, and potential sources of data was assembled accordingly. The selection of calculation methods, sample of countries, sectors and periods is presented: the data used were processed by computer in order to obtain variables. Following analysis, evaluation and comparison, the results were submitted to a group of experts for examination. Recommendations are proposed.

information use; information systems; computerized indexes; statistical analysis; information/library network;

Information systems and networks for technology transfer

Page (John), Szentivanyi (Tibor). -
Paris: Unesco, 1978. - XIX-311 p.; 30 cm. - (PGI.79/WS/2) (eng; rev. ed. in prep.)

This report presents the results of a survey of the information resources available in industrialized countries which might be used in a United Nations technology transfer programme for developing countries. It is not possible to arrive at a complete inventory of information systems and services, in view of their very large number and relatively unstructured nature. A sampling approach was adopted in order to be able, through a review of the systems selected, to define technology transfer and the

role of information, identify the principal information resources, both formal and informal, describe dissemination systems and networks and propose recommendations.

informatin systems; information/library networks; technology transfer; information sources; dissemination of information;

Instructional materials for developing information concepts and information-handling skills in schoolchildren: an international study

Irving (Ann). -
Paris: Unesco, 1981. - 64 p.; 30 cm. - (PGI.81/WS/32) (eng; abstract in eng)

The aims of this study were three-fold: to identify and evaluate instructional materials and research activities aimed at familiarizing schoolchildren with the concept of information and developing their capabilities to handle information; to identify those areas where the creation of such instructional materials were possible; to draw up guidelines for their production. Two basic programmes are proposed: one for teachers and another for students. Proposals are made with respect to content, methods and supports.

teaching materials and equipment; educational research; children; information use; guides;

National interlending systems: a comparative study of existing systems and possible models

Line (Maurice B.), Briquet de Lemos (Antonio A.), Vickers (Stephen C.J.), Smith (E. Sidney). -
Paris: Unesco, 1980. - 134 p.; 30 cm. - (PGI.78/WS/24 REV) (eng)

Inter-library lending is of great importance for the dissemination of information. The elements necessary to an effective interlending system and the impact on interlending technology are examined, as are criteria for establishment or evaluation. Current practices are analysed and potential models proposed. Factors telling against efficiency and the relationships between interlending systems and national policy decision-making are identified. Conclusions are drawn and recommendations made on the basis of the findings.

inter-library loans; information/library co-operation; technological change; national information systems; information systems evaluation;

Report on the evaluation of INFOTERRA for the United Nations Environment Programme

Martyn (John). -
Paris: Unesco, 1981. - (128 p. in various pagings); 30 cm. - (PGI.81/WS/5) (eng; also in fre, rus. spa)

The INFOTERRA network is a mechanism for inter-connecting users with

sources in their own or other countries. It has 110 focal points and has registered over 8000 sources in 79 countries. Although its structure is well-developed, the network is somewhat ineffective in global terms: low rate of use, contributions of variable effectiveness, undue time taken to transmit information. Recommendations are made as follows: future strategy; promotion of INFOTERRA; national focal points; the programme activity centre; system tools and elements; links with other systems. The INFOTERRA network should begin providing basic information; it is essential that specialists be trained in its operations.

international information systems; environmental conservation; information system evaluation; information analysis centres; survey analysis;

Second survey of library and information manpower needs in the Caribbean; vol.I, The survey and its findings : vol.II, Statistical supplement

Greene (Gloria), Robb (Reive). -
Paris: Unesco, 1985. - 2 vol., 86 p., 266 p.; 30 cm. -
(PGI.85/WS/12) (eng; spa, fre in prep.)

A development policy for information services in the Caribbean cannot be drawn up without a thorough grasp of the number, training, qualifications, experience and mobility of the personnel concerned. The Caribbean is made up of components that are highly varied in terms of economics, language, development and so forth. A questionnaire was prepared in order to identify all the aspects of the subject: the results of that survey of the features of personnel involved in information, as well as their expectations, attitudes and evolution, are described and analysed in volume I. Volume II presents in tabular form all the data obtained from the study.

information/library development; information/library personnel; statistical analysis; surveys; Caribbean;

South Pacific region pilot project on school library development: training programmes for teachers

Trask (Margaret). -
Paris: Unesco, 1984. - 661 p.; 30 cm. - (PGI.84/WS/13) (eng)

These two courses have been specifically compiled for use in training programmes for teachers in the South Pacific region, bearing in mind the particular objectives and resources of this region. Course No.1 on the use of library resources is for all teachers as library users and seeks to stimulate them to encourage their students to use them and learn to read for pleasure. Course No.2 is designed for primary or secondary school teachers who wish to run a library in their school, and sets out to provide them with the expertise with which to design and eventually manage an enterprise of this type.

educational libraries; teacher training; instructional programmes; information/library development; South Pacific;

South Pacific region pilot project on school library development: training programmes: course proposal No.3

Trask (Margaret). -
Paris: Unesco, 1983. - 5 p.; 30 cm. - (PGI.83/WS/14) (eng)

educational libraries; instructional programmes; teacher training; South Pacific;

South Pacific region pilot project on school library development: training programmes - course proposal No.4(A)

Trask (Margaret). -
Paris: Unesco, 1983. - 14 p.; 30 cm. - (PGI.83/WS/15) (eng)

teacher librarians; audiovisual materials; information/library training; South Pacific;

South Pacific region pilot project on school library development: training programmes - course proposal No.4(B)

Trask (Margaret). -
Paris: Unesco, 1983. - I-273 p.; 30 cm. - (PGI.83/WS/13)

This programme for the training of school librarians comprises five units: 1. The school library as part of the information network consisting of: government agencies, cultural services, etc..., oral sources, libraires in general, library personnel - 2. The librarian's function: giving service to users, maintaining the collection and identifying information sources - 3. Audiovisual equipment: selection, utilization, interest - 4. Developing student use: theory and practice - 5. Administration and management of the library: task description.

teacher librarians; instructional programmes; information/library training; information/library organizations; audiovisual materials; South Pacific;

A Study on public documents in the English-speaking Caribbean

Douglas (Daphne). -
Paris: Unesco, 1984. - VI-104 p.; 30 cm. - (PGI.84/WS/18) (eng)

This study, which relates to the English-speaking Caribbean countries only, was undertaken with the aim of defining the difficulties that information scientists meet in obtaining information on the existence of public documents as well as access to these. A survey in questionnaire/interview form was carried out in six countries selected according to size of population (large, medium, small) in order to obtain samples that would be representative of the countries of the region as a whole. The relevant literature was also examined. The data are analysed here: field of official publications; policies relating to publishing, copyright

deposit, bibliographic control, dissemination; standardization, information systems, description. Proposals are put forward for implementation at national, regional and international levels.

official publications; access to information; dissemination of information; survey analysis; English-speaking Caribbean;

A Study of public library users in some countries of Latin America and the Caribbean

Agudo Guevara (Alvaro). -
Paris: Unesco, 1984. - III-59 p.; 30 cm. - (PGI.84/WS/23) (eng; spa, fre in prep.)

As part of the preparations for the Regional Meeting in the Present Situation and Strategies for Development of Public Library Services in Latin America and the Caribbean (October 1982), a request was made for a survey at three levels: the political and administrative authorities responsible for public libraries, the libraries themselves, and users of their services. The results of the survey at the third level are presented here: unfortunately not all the countries to which the questionnaire was sent replied, yet the results are none the less useful. This document is divided into two sections: objectives of the survey, methods used, number and type of participants; analysis of data obtained and conclusions drawn. The annexes contain the questionnaire and statistical tables giving the results.

public libraries; library users; survey analysis; Latin America; Caribbean;

VII.2.1/D Manuals and directories

Consolidation of information: a handbook on evaluation, restructuring and repackaging of scientific and technical information; pilot edition

Saracevic (Tefko), Wood (Judith B.). -
Paris: Unesco, 1981. - V-327 p.; 30 cm. - (PGI.81/WS/16) (eng; also in fre)

This guide provides first and foremost a definition of the terms: information, communication, information system. It explores the relationship between information and economic and social development before turning its attention to methods for user studies, identification of user needs and response to these. Such subjects as information evaluation, analysis and synthesis, selection of appropriate media and presentation or processing for specific users are examined at considerable length. The resources needed to carry out these operations and to lend support to a genuine information policy are also studied.

information processing; information user needs; information science; information/library development; manuals;

Consolidation of information: biogas handbook; pilot edition

Mazumbar (A.). -
Paris: Unesco, 1982. - VIII-133 p.; 30 cm. - (PGI.82/WS/19) (eng)

The production of biogas by anaerobic fermentation of plentiful, low-cost organic material has led to the establishment of thousands of plants in developing countries. This guide explains the theory of biogas productions, and factors affecting the plant designs and operation. Details are included on their construction, installation and operation. Designs of utilization devices and their operational requirements for use in lighting and cooking or as engine fuel are outlined; the use of digested slurry as a source of organic fertilizer is also discussed. Technical problems faced in the construction and operation of such plants are identified along with known solutions.

biogas; gas technology; factory management; China; India; South Pacific;

Consolidation of information: windpump handbook; pilot edition

Rastogi (T.). -
Paris: Unesco, 1982. - X-174 p.; 30 cm. - (PGI.82/WS/17) (eng)

Windmills are an attractive proposition for agricultural pumping in the developing countries. Several units have been built and have already given proof of their technical feasibility and economic viability. This guide is intended as a compendium of different types of windmills which can be manufactured with local materials, skills and resources. Detailed technical information is given on the features of 30 models, along with explanatory drawings and commercial addresses.

wind power; pumping stations; agriculture; turbines; manuals;

Consolidation of information: cooking stoves handbook; pilot edition

The Tata Energy Research Institute. -
Paris: Unesco, 1982. - X-247 p.; 30 cm. - (PGI.82/WS/20) (eng)

Firewood is an inefficient method of cooking leading to dwindling forest resources. This guide is intended as a compendium of information on 40 different types of stoves, all of which can be manufactured using locally available skills and materials. It contains abundant illustrations, practical advice, technical explanations, accounts of experiments and evaluations of the thermal efficiency of these new cooking methods.

cooking; energy resources; experiemental projects; forest protection; manuals;

Developing public library systems and services

Campbell (Harry C.). -
Paris: Unesco, 1983. - 186 p.; 21 cm. - (ISBN 92-3-101995-3) (eng; also in fre, spa)

This manual, designed for use as a tool, examines the overall needs felt throughout the world in regard to public information and library systems. It does not attempt to cover the entire field but makes use of successful cases that are of universal interest in various countries. It deals with such aspects as formulation of policy and systems development and review. It highlights the role of legislation and planning. It examines the different steps involved in setting up and organizing public libraries, staffing them with trained personnel and establishing appropriate collections. Performance should be evaluated from time to time as a guide to essential reforms.

national information systems; public libraries; information/library development; information/library planning; guides;

Information services on research in progress: a worldwide inventory

Smithsonian Science Information Exchange, Inc. -
2nd ed. - Paris: Unesco, 1982. - X-320 p.; 27 cm. -
(ISBN 92-3-102071-4) (eng)

The significance of research in progress information as an integral component of even the most conventional documentation services is now universally acknowledged, as is the contribution of this information to scientific and technological development. Some changes have been made in the choice of agencies, and their number has been increased. The table of contents has been extended and two indexes of data processing hardware and software used have been added. An overview of advances in ongoing research identification and dissemination appears as a preliminary to this inventory.

scientific research; reserach projects; information services; research programmes; inventories;

Inventory of data sources in science and technology: a preliminary survey

CODATA. -
Paris: Unesco, 1982. - 229 p.; 24 cm. - (ISBN 92-3-102048-X((eng)

This is an inventory of data sources in six specific fields chosen for their major interest to the developing countries: renewable energy sources, fertilizers, hydrological sciences and water resources, nutrition, pesticides, soil science. It lists institutions providing numerical and factual (non-bibliographical) data, giving basic information on each: name of centre or service, institutional framework, name of director, purpose, type of data covered, data dissemination methods, working languages(s), availability of services. Indexes of institutions, countries, persons and subjects complete the inventory.

inventories; science and technology; information sources; scientific research;

Library service to schools and children

Ray (Colin). -
Paris: Unesco, 1979. - 137 p.; 21 cm. - (ISBN 92-3-101640-7) (eng)

Creating and maintaining the reading habit is vital to intellectual development in children. In view of the differences between their needs and those of adults, and the fact that little has been written on experiences on this field, the present handbbok is intended as a practical tool for the establishment and development of children's and school libraries. It outlines basic principles, illustrating them by means of examples and figures. Following a description of the aims of these two types of libraries, the study turns to the following subjects: buildings and equipment, stock, routines, cataloguing and classification, promotion of library service, staff, support services.

school libraries; children's libraries; information/library equipment; information/library operations; information/library personnel;

Handbook on the international exchange of publications

Vanwijngaerden (Frans). -
4th ed. - Paris: Unesco, 1978. - 165 p.; 21 cm. -
(ISBN 92-3-101466-8) (eng; also in fre, spa)

This fourth edition aims at providing a guide to the methodology, organization and management of the international exchange of publications by bringing up to date the text of the third edition and tracing the developments due to international standardization and the part played by international organizations in promoting the exchange of publications. The present handbook contains the following chapters: brief history; different types of exchange; organization and methods; international framework of exchanges; organization and functions of international exchange centres with a national responsibility, and practical information on their activities.

exchange of publications; international circulation of materials; access to information; directories; manuals;

Standards for library service: an international survey

Withers (F.N.). -
Paris: Unesco, 1974. - 421 p.; 21 cm. - (ISBN 92-3-101177-4) (eng; also in fre, spa)

Reference to standards is essential in the planning and evaluation of library services. This study of the standards prevailing in some twenty countries deals with the following types of libraries: national, university and college, public, school. It is clear that each category is but one part of a network of inter-dependent library provision: the study highlights the similarity of standards not only in different countries but for all types of libraries, thereby indicating that libraries are being run efficiently and economically. Library standards need constant revision because of rapid changes in conditions affecting them. A certain number of general guidelines are proposed.

information/library standards; international standards; survey analysis; information/library planning;

The Organization of information systems for government and public administration

Grolier (Eric de). -
Paris: Unesco, 1979. - 163 p.; 21 cm. - (ISBN 92-3-101595-1) (eng; also in fre, spa)

It is the role of governments to take the decisions to ensure a plan for information infrastructures and their countries' participation in international networks. Their individual information needs have grown considerably: social, economic and cultural development has led them to set up public information services at all decision-making levels; computer processing and the new approach to archives have brought about a change in method. To provide guidance for planners, this study attempts to give an overall picture of this many-sided field: general characteristics of information systems for governments and public administration (ISGPA); the flow of information in an ISPGA, some ISGPA case-studies: United States, Western and Eastern European countries, developing countries, ISGPA planning.

information systems planning and guidance; national policy; public administration; news flow; information user needs;

Directory of documentation, libraries and archives services in Africa

Zidouemba (Dominique). -
2nd ed., rev. and enl. by Eric de Grolier. - Paris: Unesco, 1977. - 311 p.; 21 cm. - (ISBN 92-3-001479-6) (various texts in eng, fre)

directories; libraries; information services; archives; Africa;

Function and organization of a national documentation centre in a developing country

Schütz (Harald). -
Paris: Unesco, 1975. - 218 p.; 21 cm. - (ISBN 92-3-101240-1) (eng; also in fre)

The Committee for Developing Countries (FID) has set itself the task of assisting those countries to establish an efficient organization of documentation. This study was accordingly elaborated. It has not set out to develop one or more models for a National Documentation Centre (NDC), but rather to describe possible ways of setting up and developing an NDC on the basis of established knowledge and the principal methodological and technical aspects of documentation and information. These aims are manifest in the recommendations included at the end of each chapter as a kind of summary of the most important points and arguments.

national documentation centre; information/library role; information user needs; science policy; developing countries;

VII.2.1/E Miscellaneous

Core list of journals in the life sciences: pilot version

The Abstracting Board of the International Council of Scientific Unions. -
Paris: Unesco, 1979. - 274 p.; 30 cm. - (PGI.79/WS/12) (eng)

The journals included in this core list were selected on the basis of the number of life sciences articles in each journal relative to the total number of articles published in the life sciences. Journal productivity was calculated based on citations appearing in Biological Abstracts and BioResearch Index over a period of 5 years (1974-1978). This list of 1350 titles accounts for 80 per cent of life sciences literature. The alphabetical list consists of: title, title abbreviation, ISSN, percent of coverage and corresponding rank, subject scope, language, frequency, secondary coverage, publisher. An index lists periodicals in order of importance; this is followed by an ISSN to Full Title Index.

life sciences; scientific periodicals; ISSN; bibliographies; evaluation of information;

Core list of journals in engineering: pilot version

The Abstracting Board of the International Council of Scientific Unions. -
Paris: Unesco, 1979. - 162 p.; 30 cm. - (PGI.79/WS/13) (eng)

The periodicals included in this core list were selected on the basis of the number of engineering articles covered by Engineering Index, Inc. (Ei) from each periodical relative to the total number of such articles covered by Ei. Productivity of each periodical was calculated based on citations appearing in Engineering Index over a period of five years: these 732 periodicals cover 80 per cent of the articles abstracted and indexed in Engineering Index over the period 1974-1978. The alphabetical index is set out as follows: title, title abbreviation, ISSN, percent of coverage and corresponding rank, subject scope, language, frequency, secondary coverage, publisher. An index lists periodicals in order of importance; this is followed by an ISSN to Full Title Index.

engineering; scientific periodicals; ISSN; bibliographies; evaluation of information;

List of annual reviews of progress in science and technology

Perez-Vitoria (A.). -
Paris: Unesco, 1981. - 43 p.; 30 cm. - (PGI.81/WS/27) (same text in eng, fre)

In the third edition of this list, the number of entries has been increased from 241 to 497, in spite of the fact that 34 per cent of the serials included in the second edition have ceased publication. New subdivisions have been added to section 3, Biological sciences, and section 4, Medical sciences. The other fields covered are: section 1, Information science, section 2, Physical and mathematical sciences (subsection 2.2., Chemistry, has been split in two), section 5, Agricultural and veterinary sciences, section 6, Engineering and technology, section 7, Yearbooks of science and technology. The List consists mainly of annual series containing papers which review fairly narrow topics within the broader subject designated by the serial title.

science and technology; guides to information sources; bibliographical syntheses; yearbooks;

VII.2.2 Training of information personnel and information users

VII.2.2/A Guidelines

Guidelines for the evaluation of training courses, workshops and seminars

Lancaster (F.W.). -
(2nd ed. -) Paris: Unesco, 1983. - III-129 p.; 30 cm. - (BEP/83/III) (eng)

This guide sets out to be practical above all else: it proposes a number of possible approaches to the evaluation of training courses, workshops and seminars of the type promoted by Unesco with the focus on adult education and, in particular, continuing professional education. Each situation has its own constraints and needs. Different levels of evaluation are defined and approaches described. The reactions of students, instructors and observers should be evaluated. The methods used and their results, behavioural change and programme results should be evaluated, as should specific educational activities and cost-effectiveness. Tools should be designed for the purpose. Model questionnaires and reports of evaluations are proposed.

evaluation of education; adult education programmes; life-long education; methodology; manuals;

Guidelines for curriculum development in information studies

Saunders (W.L.). -
Paris: Unesco, 1978. - 38 p.; 30 cm. - (PGI.78/WS/27) (eng; also in fre, spa)

The object of these guidelines is to provide guidance to institutions and individuals charged with the responsibility of creating and developing studies curricula for the preparation of information scientists. In view of the great variety of situations to which they are likely to be applied, the first three sections of these guidelines are devoted to the study of the many factors, both general and special, of which those responsible for curriculum development must take account before they can turn their attention to specific matters of curriculum. The latter are dealt with in Sections IV and V which indicate the range and scope of studies, organizing them for convenience on a modular basis. Sections VI and VII should provide a blueprint which can be translated into a curriculum appropriate to the distinctive needs of particular situations.

instructional programmes; information scientists; information/library training; science policy; manuals;

Guidelines for formulating policy on education, training and development of library and information personnel

Neelameghan (A.). -
Paris: Unesco, 1978. - 38 p.; 30 cm. - (PGI.78/WS/29) (eng; also in fre, spa)

Technological development notwithstanding, human intervention will continue to be indispensable as the need will remain for personnel with

technical capacities for planning, directing and operating information systems and services. Information manpower development and the education and training of information personnel must therefore form integral facets of national efforts for the development of data processing infrastructures. These guidelines spell out the aims and discuss certain aspects of that policy, cite global educational policies, review factors to be borne in mind in relation to the training of information personnel, examine problems of organization and management of education programmes and describe programmes for co-operation among the countries of a region.

information/library training; information/library personnel; information/library development; educational planning; regional co-operation;

Guidelines for developing and implementing a national plan for training and education in information use

Wilson (T.D.). -
Paris: Unesco, 1981. - 50 p.; 30 cm. - (PGI.80/WS/28) (eng; also in fre, spa)

Seeing user training within the context of the development of national information systems is important if these are to be successful. Effective planning of user-education programmes should be closely associated with national focal points. The aims of these guidelines are: to suggest how national policies on user training may be related to national information policies in general and to national education policy; to suggest lines of action for the achievement of a national policy on user training; to give advice on how to evaluate the programme initiated as a result of the policy.

information user instruction; national information systems; systems analysis; science policy; manuals;

Guidelines for the evaluation of training courses, workshops and seminars in scientific and technical information and documentation

Lancaster (F.W.). -
Paris: Unesco, 1975. - (102 P. in various pagings); 30 cm. - (SC-75/WS/44) (eng; also in fre, spa) (2nd ed. eng only)

The purpose of this report is to develop guidelines relating to the evaluation of educational offerings in the field of scientific documentation. These guidelines relate to two stages only: evaluation of courses while in operation in order to improve their quality and relevance; evaluation in retrospect for the purpose of planning subsequent programmes. Three levels of evaluation may be identified: effectiveness, cost effectiveness, cost benefit. Following a description of teaching methods, a number of different types of evaluation are considered: reaction, learning acquired, behavioural change, programme results, special educational activities. The design of evaluation instruments is examined. This theoretical presentation is illustrated with examples.

information/library training; scientific information; curriculum evaluation; student behaviour; methodology;

Guidelines for the organization of training courses, workshops and seminars in scientific and technical information and documentation

Atherton (Pauline). -
Paris: Unesco, 1975. - 88 p.; 30 cm. - (SC.75/WS/29) (eng; also in fre, spa)

A methodology is proposed for the organization of non-degree courses, training courses and seminars that would contribute to an improvement of the role and place of information professionals. These courses must be planned if they are to be of benefit to planners and participants. The guidelines concentrate on the following: instructional methods appropriate to course style; teaching materials and audiovisual aids: importance of participant selection screening and of evaluation of prerequisite skills; importance of selection and preparation of training staff; course evaluation methods and review/feedback.

information/library training; further training; teaching methods; curriculum evaluation; methodology;

VII.2.2/D Manuals and directories

A course in administration for managers of information services: design, implementation and topical outline

Wasserman (Paul), Rizzo (John R.). -
Paris: Unesco, 1976. - 79 p.; 30 cm. - (SC.76/WS/110) (eng; also in fre, spa)

The present manual identifies key elements for the type of workshop designed to equip information personnel with managerial skills, bearing in mind the universality of the administrative process. An essential thread running through the fabric of the course is its attention to the human aspects of administration and to financial and budgetary matters in the context of contemporary developments in the information world and as part of the political and cultural settings within which services operate. The course blends the following: theoretical elements, conceptual issues, the application of systems development techniques and processes. Topics treated are: participants-characteristics and selection; methods of instruction; qualifications of director and faculty; arrangements, facilities and programme ambience; proposed topical outline; elaboration and definition of content; bibliography.

information/library administrators; management education; teaching methods; teaching materials and equipment; manuals;

Education and training of users of scientific and technical information: UNISIST guide for teachers

Evans (A.J.), Rhodes (R.G.), Keenan (S.). -
Paris: Unesco, 1977. - 143 p.; 27 cm. - (ISBN 92-3-101452-8) (eng; also in fre, rus, spa)

This study provides the basic components for the development of teaching programmes (courses, seminars, training courses) aimed at providing instruction in the use of scientific and technical information for students wishing to acquire the basic concepts of records research, or for professionals seeking further training. It groups a significant mass of data drawn from actual experience of teaching records research to scientists and technologists. It proposes a methodology and outlines the course content, giving modifications with which to adapt this to the main run of cases and the needs of users from a wide variety of backgrounds. It should be of value to developing countries.

information user instruction; training courses; information user needs; research techniques; methodology;

Guide to the production and use of audiovisual aids in library and information science teaching

Thompson (Anthony H.). -
Paris: Unesco, 1983. - VIII-127 p.; 30 cm. - (PGI.83/WS/17) (eng; also in fre, spa)

The aim of this guide is to help teachers of librarianship and information science make their own simple and effective audiovisual teaching aids, using materials, tools and equipment which can be found in nearly all parts of the world. The use of such aids should lead to improvements in the teaching/learning process. Target audience, choice of format and preparation of aids are examined here, as are overhead transparency and slide production, talk-over/ or tape/slide programming and video production. It should not be forgotten that the form of presentation of such aids comes next in importance to their content, and that it is essential to maintain equipment properly.

audiovisual materials; teaching aids; information/library training; teaching materials and equipment;

General introduction to the techniques of information and documentation work

Guinchat (Claire), Menou (Michel). -
Paris: Unesco, 1983. - XV-340 p.; 24 cm. - (ISBN 92-3-101860-4) (eng; also in fre, spa)

In developing countries, the organization of efficient library and documentation structures is being held back largely by the absence or shortage of trained staff. The present work is designed as a tool to provide the latter with a view of all present-day activities connected with information which is comprehensive, well-organized and easy to consult. It is not intended to teach a particular skill, but rather to explain each task. The manual is designed as an instrument of self-training arranged in modules; each chapter, followed by questions, may be studied separately or as part of a set. It may also be used for training cycles as a manual or for purposes of testing.

information/library training; information/library courses; information science; information/library personnel; library automation;

Inventaire des activités de formation dans le domaine de la bibliothéconomie, des sciences de l'information et de l'archivistique = Register of education and training activities in librarianship, information science and archives = Inventorio de las actividades de formacion en la esfera de la bibliotecologia, las ciencias de la informacion y la archivologia

Grolier (Eric de).-
Paris: Unesco, 1982. - 61p.; 215 x 180 mmm. - (ISBN 92-3-002022-2) (multilingual)

archive science training; information/library training; international co-operation; information user instruction; directories;

Library and information science and archive administration; a guide to building up a basic collection for library schools

Parker (J. Stepehn). -
Paris: Unesco, 1984. - 148 p.; 30 cm. - (PGI-84/WS/11) (eng)

Although this bibliographic guide to library science, documentation and archives, does not set out to cover all aspects of this field, it does however attempt to identify a useful selection of basic documents suitable for use in teaching these subjects. In view of the rapid changes taking place in the information field, it was thought advisable to concentrate on materials published over the previous ten years. The following types of material have been excluded: periodical articles, conference proceedings, directories, specific descriptions, specialized reports and dictionaries published before 1978. The criteria for inclusion of items are perforce subjective. Documents are set down in alphabetical over under 18 main headings listed at the start of the work. It was not considered useful to include a subject index. All periodical titles are groupes. An alphabetical author index is provided as an aid to checking the guide against existing library collections. The names and addresses of the publishers represented in the guide are also listed.

information, libraries and archives; bibliography; library collections; information/library schools;

Handbook for information systems and services

Atherton (Pauline). -
Paris: Unesco, 1977. - 259 p.; 30 cm. - (ISBN 92-3-101457-9) (eng; also in fre, rus, spa)

This work is intended for students and practitioners of information work in developing countries who may be called upon to design or develop new information systems, and is accordingly based on the available literature relating to the subject. It sets out to develop the following points: information systems, priority areas, communication; information policies and plans at the national and international levels; management of information systems and services; organizational units of the foregoing; appropriate procedures and methods; standardization; facilities and equipment; the field of information work: education and training, professional associations and directories.

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Austin (Derek)
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Guidelines for the establishment and development of monolingual thesauri. - VII.1/A

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Beaudiquez (Marcelle)
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Campbell (Harry C.)
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Carroll (Frances Laverne)
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Charman (Derek)
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Duchein (Michel)
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Dulong (Aubert)
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Evans (Frank B.)
A Guide for surveying archival and records management systems and services: a RAMP study. - VII.2.1/ARC

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Writings on archives published by and with the assistance of Unesco: a RAMP study. - VII.2.1/ARC

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Felber (Helmut)
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Grolier (Eric de)
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Guinchat (Claire)
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Hendricks (Klaus B.)
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Hildesheimer (Françoise)
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Guidelines for the compilation of union catalogues of serials. - VII.1/A

Guidelines for the national bibliographic agency and the national bibliography. - VII.1/A

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Conservation and restoration of archives: a survey of facilities. - VII.2.1/ARC

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Keene (James A.)
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A Survey of archives relating to India and located in major repositories in France and Great Britain. - VII.2.1/ARC

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The Archival appraisal of machine-readable records: a RAMP study with guidelines. - VII.2.1/ARC

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The Status of archivists in relation to other information professionals in the public service in Africa: a RAMP study. - VII.2.1/ARC

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Guide for the establishment and evaluation of services for selective dissemination of information. - VII.2.1/A

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Consolidation of information: windpump handbook; a pilot edition. - VII.2.1/D

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The Role of archives and records management in national information systems: a RAMP study. - VII.2.1/ARC

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Education and training of users of scientific and technical information: a UNISIST guide for teachers. - VII.2.2/D

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A Course in administration for managers of information services: design, implementation and topical outline. - VII.2.2/D

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Archives journals: a study of their coverage by primary and secondary sources. - VII.2.1/ARC

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